

## CLUBS FOR YOUNG PEOPLE (SCOTLAND) DISCLOSURE PROCEDURES FOR NEW LEADERS

- Identify potential new Leaders
- Arrange a formal interview to determine the suitability of the applicant, issue application and job description forms for completion and obtain two (2) references.
- Request (in writing) from Laurence Weir a Disclosure Application **enclosing 2 x LARGE 1<sup>st</sup> class stamps and 1 x ORDINARY 1<sup>st</sup> class stamps with each application. Without stamps requests and applications cannot be processed.**

**AT THIS POINT THE APPLICANT MAY BE ALLOWED TO HELP OUT IN THE CLUB BUT ONLY IF SUPERVISED, AND AFTER THE COMPLETION OF A RISK ASSESSMENT.**

- Verify the identity of the applicant and then complete the forms PA2 and PA3. **Under no circumstances must these forms be completed by the applicant.**
- Check the Disclosure Application form has been completed in all the required sections (in black ink). Correction fluid must not be used. All writing MUST be contained within the boxes. If a mistake is made, a new form is required.
- Return the completed Disclosure Application and the forms PA2 and PA3 to Laurence Weir at 88 Giles Street, Edinburgh. EH6 6BZ
- Laurence Weir will authorise and forward the paperwork to the CRBS. **DO NOT SEND THESE FORMS DIRECT TO THE CRBS.**
- Disclosure information will be sent direct to the applicant by Disclosure Scotland and a copy to Laurence Weir. Clubs for Young People (Scotland) will give advice to the club/organisation on the suitability of the applicant in writing. **However, clubs/organisations are ultimately responsible for decisions they make regarding the employment of staff. THE FINAL DECISION IS YOURS.**
- **YOU MUST AWAIT CONFIRMATION FROM LAURENCE WEIR AS HIS CERTIFICATE MAY CONTAIN MORE RELEVANT INFORMATION THAN THE APPLICANT'S CERTIFICATE.**

Once the above application process is complete, **and acceptable,** the Applicant can be allowed to have “regular unsupervised access to young people” as described in the Police Act.

**Please note: Disclosure applications can only be submitted by the person who has completed the form PA1.**

*The procedure laid out above is to satisfy conditions contained in the Act of Parliament for the protection of young people.....**do not take short cuts.***

**PROTECTION OF CHILDREN (SCOTLAND) ACT 2003**